

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

- ☐ Announcement number, and title and grade(s) of the job you are applying for.

PERSONAL INFORMATION

- ☐ Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
- ☐ Social Security Number
- ☐ Country of Citizenship (Most Federal jobs require United States citizenship.)
- ☐ Veterans' preference (See reverse.)
- ☐ Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status.)
- ☐ Highest Federal civilian grade held (Also give job series and dates held.)

EDUCATION

- ☐ High School
 - Name, city, and State (ZIP Code if known)
 - Date of diploma or GED
- ☐ Colleges or universities
 - Name, city, and State (ZIP Code if known)
 - Majors
 - Type and year of any degrees received
 - (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- ☐ Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- ☐ Give the following information for your paid and nonpaid work experience related to the job you are applying for.

(Do not send job descriptions.)

Job title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary

- ☐ Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related training courses (title and year)
- ☐ Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- ☐ Job-related certificates and licenses (current only)
- ☐ Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)

THE FEDERAL GOVERNMENT IS
AN EQUAL OPPORTUNITY EMPLOYER